



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD Business Operations

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TRANSMITTAL DATE: June 26, 2015

TOPIC: Changes in Submission of AzEIP Monthly Billing Invoices

Based on AzEIP contract (scope of work, financial section", 12.2.1), and billing manual ("timely submission of billing invoices") effective FY 2016 (July 1, 2015 onwards), providers may only submit one bill per contracted region by the 15th of the month or the next business day following the month in which services were delivered. AzEIP billing should be submitted separately from any other DDD service billing. Effective June 2015, claims denied during the initial submission are being handled in the following manner.

1. Claim Denials For Authorization Related Reasons

Claims denied for an authorization related reason will remain open and active in Focus for up to 90 days from the date of submission, until paid or manually denied as unbillable. Districts will continue to work the authorization related denials until finalized (paid or denied.) Any denied authorization related claims will be communicated back to the provider and closed out of Focus after the 90 day time period.

2. Claim Denials For TPL Related Reasons

Claims denied for TPL related reasons will remain open and active in Focus for up to 90 days from the date of submission. Providers should address their TPL related denials with the TPL Benefits Desk in order to resolve the denial reasons prior to the 90 day time period.

3. Claim Denials For Billing Error Reasons

In reference to claims denied initially for billing errors, providers may submit a second and final rebill up to 75 days following the initial submission.

It is important to note that FY 2015 (7/1/14 to 6/30/15) claims denied due to authorization related reasons will be handled and managed at the District level.

To facilitate this process, please review the [AzEIP Provider Billing - FAQ](#).

Any questions regarding this message can be addressed to DDDBusOpsProvRel@azdes.gov.

Thank You!